



STATE REPRESENTATIVE
SHAWN THIERRY

DISTRICT 146

DEPUTY CHIEF OF STAFF, Austin, TX

Position Availability: Immediately

Salary: \$42,000

**** Must have worked a minimum of two legislative sessions as a Legislative Director or a minimum of one session as a Chief of Staff in the Texas Legislature for consideration. No exceptions.***

DUTIES:

Under the direction of the Member, the Deputy Chief of Staff will handle office management and organization functions, oversee full legislative agenda, meet with advocates and other staff members. Deputy Chief of Staff will act as a supervisor for the Capitol office. Under the direction of the Member, and Chief of Staff, the Deputy Chief of Staff develops and manages the Member's legislative and district outreach goals and objectives. Responsible for all aspects of daily House and Senate Calendars and has a keen understanding of floor action to report to the Member and staff. The Deputy Chief of Staff prepares briefings for the Member on all issues and may serve as the principal substitute for the Member at legislative and/or other meetings. Supervises all staffers and conveys specific directives from the Member to staff, including interns. Oversees accuracy and proper efficiency of the flow of Member's office. DCOS maintains the Member's correspondence and travel arrangements, and ensures that the Member and his/her office is organized and knowledgeable of House and Senate rules, regulations, and customary procedures.

SKILLS:

Must have legislative experience. Ideal candidate possesses leadership abilities, has strong oral and written communications skills. Should have keen understanding of current state laws and policy. Candidates must know how to successfully oversee legislation from the initial filling of bill, scheduling requests for Hearings before the appropriate Committees, organizing a bill binder. Ability to manage multiple projects, thrive under deadlines, and follow and appreciate and respect the Member's directives and protocols. Will follow appropriate dress code for office attire, digital media communication guidelines, and other codes of conduct in the Capitol and District offices. Professional. Organized. Punctual. Energetic. Polite. Eager to serve for the constituents.

Perform administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely; establish and maintain a cooperative and effective working relationship with the Member and staff. Must be able to work a flexible schedule, including occasional travel. Must be proficient in MS Word, Excel, Power Point, and Outlook.

Please send resume, cover letter, and writing sample to: shawn.thierry@house.texas.gov

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